

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice LP-1668**

**For:** State and County Offices

**Accepting and Approving FAXed LDP Applications**

**Approved by:** Deputy Administrator, Farm Programs

*Richard O. Swoman*

**1 Overview**

**A**

**Background**

Notices LP-1656 and LP-1662 were issued to revise policy for FAXed LDP applications. On October 9, 1998, a memorandum was sent to all State Offices to address concerns about FAXed LDP applications.

Over the holiday weekend, October 10 through 12, 1998, County Offices received a large volume of FAXed LDP applications. In some cases, transmission difficulties occurred or FAX machines did not function properly.

Notice LP-1666 was issued on October 14, 1998, to address the LDP rate applicable to FAXed LDP applications.

**B**

**Purpose**

This notice advises State and County Offices of additional policies for accepting and approving FAXed LDP applications.

**Disposal Date**

October 1, 1999

**Distribution**

State Offices; State Offices relay to County Offices

## 2 Accepting FAXed LDP Applications

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### A

#### Acceptable FAXed LDP Applications

LDP applications must be completed in full by the producer on CCC-666 LDP or CCC-709, as applicable, for the application to be accepted and approved in the County Office.

Required entries on:

- CCC-666 LDP are:
  - crop year
  - commodity
  - location of stored commodity
  - quantity requested
  - producer signature and date of request
- CCC-709 are:
  - crop year
  - commodity
  - production unit statements, as applicable
  - producer signature and date of request.

FAXed LDP applications submitted on any form other than CCC-666 LDP or CCC-709, are not acceptable and shall not be approved, even if the information is transferred to CCC-666 LDP or CCC-709 by the County Office.

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### B

#### County Office Action

County Offices shall:

- **not** approve any FAXed LDP application that is received and not completed correctly by the producer
- notify the producer that the application:
  - is not complete
  - cannot be approved
  - must be resubmitted.

Producers who must resubmit an LDP application will receive the LDP rate in effect on the date the LDP application, completed correctly, is received and approved.

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### 3 Approving FAXed LDP Applications

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#### A

#### County Office Action

County Offices shall approve correctly completed FAXed LDP applications as soon as possible after receipt of the application, providing all eligibility requirements have been met.

If a producer inquires about a FAXed LDP application and the application was not received in the County Office, County Offices shall:

- require producers to submit documentation to verify that the application was FAXed

**Note:** This verification must be a copy of the FAX transmission report or some type of documentation to verify that the FAX transmission was attempted.

- accept producer's completed LDP application
  - document the date that the LDP application was FAXed and the reason the FAX was not received
  - approve, with COC concurrence, the LDP application
  - use the LDP rate in effect on the date printed by the FAX machine on the original LDP application
  - **not** accept or approve producer's LDP application if the actual date of the FAX cannot be verified by the producer.
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